

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD
TECHNICIAN VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT #

09-602

OPEN PERIOD:

12/1/2009 – 12/15/2009

JOB TITLE:

Program Analyst

PAY GRADE AND SERIES:

GS-0343-09

PAY RANGE:

\$49,765 - \$64,695

POSITION LOCATION:

Sacramento, CA.

APPOINTMENT TYPE: INDEFINITE - DUAL STATUS

PDCN #: 90007000

Security Clearance Required:
National Agency Check

AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-5 through E-7.

Compatible Military Grade Assignment: MOS 42A

Key Requirements:

THIS IS AN INDEFINITE POSITION

Selectee may be non-competitively converted to permanent status if/when funding becomes available

This position is located in an information management organization. Its purpose is to perform technical, life-cycle, trends, and cost-benefit analysis, develop information plans and programs for the state manage the information management internal controls program, analyze proposed changes to determine program impact, determine resource requirements, and perform budget management functions and administrative actions for the organization.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Frequent, more than 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

Program Analyst GS-0343-09: Must have 24 months of specialized experience which demonstrates knowledge of the National Guard organizational structures, functions, procedures and techniques; experience which demonstrates the ability to apply practices, theories, techniques, and methods of management; experience which demonstrates the ability to analyze and interpret policies and procedures of local management; experience which demonstrates the ability to gather, assemble, and analyze facts; draws conclusions and develop situations to assigned problems; experience in working with people from various trades and backgrounds to elicit their cooperation to perform specific tasks, comply with regulations, laws or practices; experience which demonstrates the ability to orally present and discuss matters in a clear and convincing manner.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of National Guard Organizational structures, functions, procedures, and techniques.
2. Ability to apply practices, theories, techniques, and methods of management.

3. Ability to analyze and interpret policies, and procedures of higher headquarters as to applicability.
4. Ability to gather, assemble, and analyze facts; draw conclusions and develop solutions to assigned problems.
5. Skill in working with people of various trades and backgrounds.
6. Ability to orally present and discuss complex matters in a clear and convincing manner.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months experience. The education must have been in fields or directly related to the type of work of the position to be filled.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items (i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER